

Request for Proposal

Reference No.: RfP18/01834

**Provision of Event Management services for
UN Women in Moldova**

16 October 2018

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for provision of Event Management services for UN Women in Moldova

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure Event Management services for UN Women in Moldova as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - i. This letter and the included Proposal Instruction Sheet (PIS)
 - ii. Instructions to Proposers (Annex 1)
 - iii. Terms of Reference (TOR) (Annex 2)
 - iv. Evaluation Methodology and Criteria (Annex 3)
 - v. Format of Technical Proposal (Annex 4)
 - vi. Format of Financial Proposal (Annex 5)
 - vii. Proposal Submission Form (Annex 6)
 - viii. Voluntary Agreement for Promoting Gender Equality AND Women's Empowerment (Annex 7)
 - ix. UN Women Model Forms of Contract (Annex 8)
 - x. General Conditions of Contract (Annex 9)
 - xi. Joint Venture/Consortium/Association Information Form (Annex 10)
 - xii. Submission Checklist (Annex 11)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Proposers (Annex 1).

PROPOSAL INSTRUCTION SHEET (PIS)

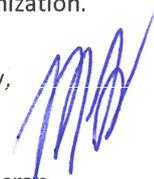
4. Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex 1 (“Instruction to Proposers”) accessible from this <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	Date and Time: <i>November 19, 2018 11:00 AM</i> (for local time reference, see www.greenwichmeantime.com) City and Country: Chisinau, Moldova This is an absolute deadline, proposal received after this date and time will be disqualified.
4.1	Manner of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	Address for Proposal Submission	Personal Delivery/ Courier mail/ Registered Mail: UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement Electronic submission of Proposal: <input checked="" type="checkbox"/> Official Address for e-submission: tender.md@unwomen.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only, password protected <input checked="" type="checkbox"/> Password must not be provided to UN Women until the date and time of Bid Opening as indicated in No. 4.2 <input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB <input checked="" type="checkbox"/> Max. No. of transmission: 5 (five) for technical proposal and 1 (one) for financial proposal <input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one) <input checked="" type="checkbox"/> Mandatory subject of email for the Technical Proposal: “Technical Proposal for RfP-18/01834 Provision of Event Management services for UN Women in Moldova” <input checked="" type="checkbox"/> Mandatory subject of email for the Financial Proposal: “Financial Proposal for RfP-18/01834 Provision of Event Management services for UN Women in Moldova” <input checked="" type="checkbox"/> Digital Certification/Signature: not required Proposals should be submitted to the designated address by the date and time of the deadline given.
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: (Romanian or Russian)
3.4.2	Proposal Currencies	<input checked="" type="checkbox"/> United States Dollars (US\$)
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	120 days
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted 10 days before the deadline for submission of proposal. <i>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline</i>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
		<i>date, unless UN Women deems that such an extension is justified and necessary.</i>
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: info.md@unwomen.org</p> <p>Clarification emails should include a subject header in the following format: "UNW RFP Reference RfP-18/01834, Request for Clarification, Company/Contractor Name"</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>This Email Address is for clarifications ONLY.</u></p> <p><u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u></p>
2.5	Pre-Proposal/Bid Meeting	<p><input checked="" type="checkbox"/> Mandatory</p> <p>Time: 11:00 a.m. (Moldova local time)</p> <p>Date: 8 November 2018</p> <p>Venue: UN Women Conference Room, 3rd floor, Kentford Bulding 202 Stefan cel Mare Blvd, MD-2004 Chisinau, Moldova</p> <p>The UN Women focal point for the arrangement is: Vladimir Paraschiv, Procurement Associate</p> <p>Telephone: +373 22 839 936 Facsimile: +373 22 839 937 E-mail: info.md@unwomen.org</p>
3.9	Proposal Security	<p><input checked="" type="checkbox"/> Not Required</p> <p>No Proposal Security is required for this RFP at this stage; however UN Women reserve the rights to request a Proposal Security from Proposers at any stage before the award of contract.</p>
7.4	Performance Security	<p><input checked="" type="checkbox"/> Not Required</p> <p>Performance Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.</p>
3.2	Waiver & Release of Indemnity (if there is a site visit/inspection)	<p><input checked="" type="checkbox"/> Not Required</p> <p>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.</p>

5. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex 3.
6. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



**Ulziisuren Jamsran,
Representative**

RFP Instructions to Proposers

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1 INTRODUCTION

1.1 General

- a) Proposers are invited to submit a proposal for the goods/services/works described in the Terms of Reference (TOR) (Annex 2), in accordance with these solicitation documents in the form of a Request for Proposal (RFP). All correspondence in relation to this RFP shall be sent to the contact address referenced in the Proposal Instruction Sheet (PIS) found in the Invitation Letter.
- b) Proposers must strictly adhere to all the requirements of the RFP. No changes, substitutions or other alterations to the requirements stipulated in the RFP may be made unless in writing by UN Women.
- c) Submission of a proposal shall be deemed as an acknowledgement by the proposer that all obligations stipulated by the RFP will be met and, unless specified otherwise, the proposer has read, understood and agreed to all the instructions in and requirements of the RFP. The proposer also confirms that any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of offer. Submission of an offer will be confirmation of accepting the UN Women General Conditions of Contract and the contract model annexed to the RFP.
- d) Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of any proposal by UN Women. No binding contract, including a process contract or other understanding or arrangement will exist between the proposer and UN Women. Nothing in or in connection with this RFP shall give rise to any liability on the part of UN Women unless and until the contract is signed by UN Women and the successful proposer. UN Women is under no obligation to award a contract to any proposer as a result of the RFP.
- e) UN Women may, at its discretion, cancel the requirement in part or in whole.
- f) UN Women implements a policy of zero tolerance on proscribed practices, including fraud¹, corruption², collusion³, unethical practices⁴, and obstruction⁵. UN Women is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UN Women as well as third parties involved in UN Women activities. UN Women therefore:
 - a. will reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in corrupt practices in competing for the contract in question;
 - b. will declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in corrupt practices in competing for or in executing a UN Women contract;
 - c. will cancel or terminate a contract if it determines that a vendor has engaged in corrupt practices in competing for or in executing a UN Women contract;
 - d. will normally require a UN Women vendor to allow UN Women, or any person that UN Women may designate, to inspect or carry out audits of the vendor's accounting records and financial statements in connection with the contract.
- g) All Proposers must adhere to the UN Supplier Code of Conduct, which may be found at this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf
- h) Information relating to the examination, evaluation, and comparison of Proposals and the recommendation of contract award shall be treated with appropriate confidentiality. Except as otherwise set out herein, UN Women shall not disclose information to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

¹ any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead thereby enabling a proposer to obtain a financial or other benefit or to avoid an obligation;

² offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of the Procuring UN Women Entity;

³ an arrangement between two or more proposers designed to achieve an improper purpose, including to influence improperly the actions of the Procuring UN Women Entity;

⁴ behavior that constitutes a conflict of interest, or that is contrary to the policies and requirements of doing business with UN Women, including but not limited to post-employment and gifts and hospitality provisions;

⁵ deliberately destroying, falsifying, altering or concealing of evidence material to an investigation or making false statements to investigators in order to materially impede UN Women investigation into allegations of a corrupt, fraudulent, coercive or collusive practice, and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing an investigation

1.2 Eligible Proposers

This RFP is open to all international and national organizations that can provide the requested goods/services/works, and are legally constituted or represented in the procuring country. A Proposer may be a private, public or government-owned legal entity or any combination of them in the form of associations(s) including joint ventures or consortiums with a formal intent to enter into an agreement.

In support of UN Women's mandate, proposal submissions from women-led/owned organizations or companies with 51% or more employment of women and from developing countries are encouraged. UN Women also expects vendors to engage in responsible practices, and highly recommends proposers to participate in the UN Global Compact <https://www.unglobalcompact.org/participation>.

Proposers should not have been engaged, directly or indirectly, in the preparation of any part of this RFP document or Annexes.

Proposer shall not be eligible to submit a proposal when at the time of proposal submission:

- a) Proposer is suspended by UN Women, or, the UN Procurement Division (UNPD);
- b) Proposer has been declared ineligible by the World Bank;
- c) Proposer is on the lists maintained by the Security Council of individuals and entities subject to the sanctions measures by General Assembly resolutions 1267 (1999), 1333 (2000), 1390 (2002), as reiterated in resolutions 1455 (2003), 1526 (2004), 1617 (2005), 1735 (2006), 1822 (2008), 1904 (2009), 1989 (2011) and 2083 (2012). UN 1267 is Terrorist list issued by the Security Council that establishes a sanction regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
- d) Proposer has any pending disputes or litigation with United Nations organizations, specialized agencies or any of its member states;
- e) Proposer has engaged in any money-laundering activities, which includes, but is not limited to: any transaction involving the transfer, disbursement, transportation, transmission, or exchange of funds (including wire transfers and currency exchanges) by any means.
- f) Proposers are not legally constituted or registered under existing law or regulations for doing business in their own and/or the beneficiary's country. And if requested by UN Women, proposer has not submitted copies of supporting documentation defining, for example, the constitution or legal status, place of registration, and principal place of business of the proposer, as required; or
- g) Proposer has a conflict of interest. Proposer may be considered to have a conflict of interest with one or more parties in this solicitation process, if they are or have been engaged directly or indirectly in the preparation of any part of this RFP (including, but not limited to the design, specifications, and Annex documents).

1.3 Cost of Proposal

The proposer shall bear all costs of preparing and submitting a proposal, attendance at any pre-proposal conference, meetings or oral presentations. UN procuring entities will in no case be responsible or liable for such costs, regardless of the conduct or outcome of the solicitation process. The proposer shall not in any way include these as a direct cost of the assignment.

2 SOLICITATION DOCUMENTS

2.1 Contents of Solicitation Documents

Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected unless the option of submitting a proposal for any or all lot/s of the requirement has been expressly stated in the terms of reference/statement of work.

2.2 Proposers' Responsibility to Inform Themselves

Proposers shall be responsible to inform themselves in preparing their proposal. In this regard, proposers shall ensure that they:

- a) Review the solicitation documents to ensure they have a complete copy;
- b) Examine and fully inform themselves in relation to all aspects of the solicitation documents, including the proposed model form of contract and all documents included or referred to in the RFP;
- c) Obtain and examine all other information relevant to the goods/services/works and the TOR available on reasonable enquiry;
- d) Verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or any discussion with UN Women, its employees or agents;

- e) Attend any Pre-Proposal Meeting that is mandatory under this RFP;
- f) Fully inform and satisfy themselves as to the requirements of any relevant authorities and laws that apply or may in the future apply to the provision of the requested goods/services/works; and
- g) Form their own assessment of the nature and extent of the goods/services/works requested and properly account for all the services in their proposal.

Proposers acknowledge and agree that the RFP does not purport to contain all relevant information in relation to the goods/services/works and is provided solely on the basis that proposers shall be responsible for making their own assessment of the matters referred to in the RFP, including the contract.

Proposers acknowledge that they have not relied upon any information not included in this RFP, and that UN Women, its employees, and agents made no representations or warranties (express or implied) as to the accuracy, decency or completeness of this RFP or any other information provided to the proposers.

Failure to comply with solicitation documents are at the proposer's risk and may affect the evaluation of their submitted proposal.

2.3 Errors or Omissions

Proposers shall immediately notify UN Women in writing with full detail of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other fault in any part of the RFP.

Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

2.4 Clarification of Solicitation Documents

Any request for clarification of the RFP Documents must be sent in writing at the mailing address indicated in the PIS. UN Women will respond in writing and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all prospective proposers via the method indicated in the PIS. Responses to clarification requests will be binding on all proposers.

2.5 Pre-Proposal Meeting

Unless otherwise instructed in writing by UN Women, a Pre-Proposal Meeting will only be held if stated in the PIS, at the time and place and in accordance with any instructions indicated in the PIS;

If the PIS states that a Pre-Proposal Meeting shall be mandatory, a proposer who does not attend the Pre-Proposal Meeting shall be ineligible to submit a proposal under this RFP.

Information about representatives of proposers who will attend the Pre-Proposal Meeting shall be submitted in writing by the proposers to the UN Women contact person as listed in the PIS, including the full name and position of each representative at least 48 hours before the Pre-Proposal Meeting is to be held.

UN Women will not issue any formal answers to question from proposers regarding the RFP or proposal submission or evaluation process during the Pre-Proposal Meeting. All questions shall be submitted in accordance with Article 2.4.

The Pre-Proposal Meeting shall be conducted for the purpose of providing background information only. Without limiting Article 2.5, proposers shall not rely upon any information, statement or representation made at the Pre-Proposal Meeting unless that information, statement or representation is confirmed by UN Women in writing.

UN Women shall prepare minutes of the Pre-Proposal Meeting and shall communicate them in writing in the form indicated on the PIS to all proposers who received the solicitation documents from UN Women shortly after the Pre-Proposal Meeting.

2.6 Amendments of Solicitation Documents

At any time prior to the deadline for submission of proposals, the UN Women procurement practitioner may, for any reason, amend the solicitation documents.

Prospective proposers will be notified in writing of all amendments to the solicitation documents. In cases where the RFP is posted on the UN Women website, all prospective proposers are requested to frequently check the UN Women procurement notices website at <http://www.unwomen.org/en/about-us/procurement>.

In order to afford prospective proposers reasonable time, the UN Women procurement practitioner may, at its discretion, extend the deadline for the submission of proposals, in accordance with [Clause 4.2](#).

3 PREPARATION OF PROPOSALS

3.1 Language of the Proposal

The proposals and all correspondence and documents relating to the proposal shall be written in the **English language**, unless otherwise indicated in the Proposal Instruction Sheet (PIS). Any printed literature furnished by the Bidder may be written in

another language so long as it is accompanied by an English translation of its pertinent passages. In this case, for purposes of interpretation of the bid, the **English Translation** shall govern.

3.2 Documents Comprising the Proposal

The proposer is required to complete, sign, and submit the following documents:

- a) *Proposal submission form*. Duly signed and dated with the proper authorization for the person signing the proposal, indicated by written power of attorney;
- b) *Technical Proposal* in accordance with the format in Annex 4 and corresponding clauses of these instructions, including documentation to demonstrate that the proposer meets all requirements (including eligibility);
- c) *Voluntary Agreement for Promoting Gender Equality and Women's Empowerment (optional)*;
- d) *Joint Venture, Consortium/Associations Form*.
 - In the case of a joint venture, consortium/association, the relevant form indicated in the invitation letter must be completed, signed and submitted along with the Technical Proposal;
 - All parties to the Joint Venture (JV) shall be jointly and severally liable, and
 - The JV shall nominate a representative who shall have the authority to conduct all businesses: for and on behalf of any and all the parties of the JV during the bidding process; and in the event the JV is awarded the contract, during the contract execution.
- e) *Financial Proposal* in accordance with the format in Annex 5 and corresponding clauses of these instructions;
- f) *Proposal Security* (if applicable);
- g) *Performance security* (if applicable); and
- h) *Release and Waiver of Liability Form* (if applicable).

3.3 Technical Proposal

The technical component of the proposal should be concisely presented and structured in the format contained in Annex 4, "Format of Technical Proposal".

3.3.1 Expertise and Capability of Proposer

In order to provide corporate orientation, the proposer shall provide all relevant support documentation including the proposer's entity profile information; proposer's entity legal registration certificates; reference list of similar projects; and any other appropriate documents.

3.3.2 Proposed work plan and approach

The proposer shall demonstrate its responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics, proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

3.3.3 Resource Plan, key personnel

The proposer should fully explain its availability of resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the proposer's current capabilities/facilities and any plans for their expansion.

The Technical Proposal should not contain any pricing information whatsoever on the goods/services/works offered. Pricing information shall be separated and only contained in the appropriate Financial Proposal.

It is mandatory that the proposer's proposal numbering system cross-references the numbering system used in the "Format of Technical Proposal," Annex 4.

References to supporting documentation, including descriptive material and brochures should be included in the text of the proposal and the supporting documentation attached as annexes to the proposal. Any information which the proposer considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text. Proprietary information will remain internally as part of the confidential procurement process only and will be redacted if a document containing such information is published publicly

3.4 Financial Proposal

3.4.1 Proposal prices

The proposer shall indicate in an appropriate Financial Proposal, the format included as Annex 5, the prices of goods/services/works it proposes to supply under the contract.

3.4.2 Proposal currencies

Prices in the Financial Proposal shall be quoted in the currency indicated in the PIS. For comparison and evaluation purposes, UN Women will convert the figures contained in the Financial Proposal into USD at the official applicable UN rate of exchange on the closing date of the RFP. Proposals with no fixed price will be disqualified and will not be considered for evaluation.

3.5 Proposal Validity Period

All proposals shall remain valid and open for acceptance for a period instructed in the PIS form after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN-Women may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A proposer granting the request will not be required nor permitted to modify its proposal.

3.6 Format and Signing of Proposals

The Proposal shall be typed or written in indelible ink and shall be signed by the proposer or a person or persons duly authorized to bind the proposer to the contract.

A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the proposer, in which case such corrections shall be initialed by the person or persons signing the proposal.

3.7 Payment

UN Women shall effect payments to the contractor for the performances of services rendered or good delivered to the satisfaction of UN-Women. Advance payments may not be made unless in exceptional circumstances and with appropriate authorization. Any request for advance payment should be justified and documented and submitted in the Financial Proposal. In such cases, UN-Women will normally require a Performance Security.

3.8 Joint Venture, Consortium/Association

If the proposer is a group of legal entities that will form or have formed a joint venture, consortium/association at the time of the submission of the proposal, they shall confirm in their proposal that:

- a) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture, consortium/association jointly and severally, and this shall be duly evidenced by the respective entitled document among the legal entities, which shall be submitted along with the proposal; and
- b) if they are awarded the contract, the contract shall be entered into, by and between UN-Women and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, consortium/association. The composition or the constitution of the joint venture, consortium/association shall not be altered without the prior consent of UN-Women.

After the proposal has been submitted to UN-Women, the lead entity identified to represent the joint venture, consortium/association shall not be altered without the prior written consent of UN Women. Furthermore, neither the lead entity nor the member entities of the joint venture, consortium/association may submit another proposal, either in its own capacity; nor as a lead entity or a member entity for another joint venture, consortium/association submitting another proposal.

The description of the organization of the joint venture, consortium/association must clearly define the expected role of each of the entity in the partnership in delivering the requirements of the RFP, both in the proposal and the joint venture, consortium/association. All entities that comprise the partnership shall be subject to the eligibility and qualification assessment by UN-Women.

Where a joint venture, consortium/association is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture, consortium/association; and
- b) Those that were undertaken by the individual entities of the joint venture, consortium/association expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by persons working in an individual capacity but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture, consortium/association or those of its members, but should only be claimed by the individual themselves in their presentation of their individual credentials.

3.9 Proposal Security

Where a Proposal Security is required, the Proposal Security shall be submitted in original and included along with the Technical Proposal, in the manner and for the amount indicated in the PIS. UN-Women reserves the right to liquidate the Proposal Security, in the event of any or a combination of the following conditions:

- a) If the proposer withdraws its proposal after the deadline for submission, or;
- b) In the case the successful proposer fails to:
 - a. Sign the contract resulting from this RFP process in accordance with the terms and conditions set forth in this RFP (and within the timeframe required for signature), including if applicable, for variation of requirement, as per RFP Clause 7.2; or
 - b. Furnish Performance Security, comply with insurances requirements, or other documents that UN Women may require as a condition to rendering the effectivity of the contract that may be awarded to the proposer.

UN Women may reject the proposal in its entirety if the Proposal Security amount is found to be less than what is required by UN Women as indicated in the PIS.

The Proposal Security shall be issued by a regulated financial institution such as banks certified by the central bank of the country where the bank is located in the case of a banking institution. UN Women may, at its discretion, reject any Proposal Security that does not comply with this requirement.

The Proposal Security shall remain valid throughout the proposal validity period. After which the Proposal Security will automatically become null and void, unless a dispute arises in relation to the Proposal Security.

Proposal Security of unsuccessful proposers shall be returned. Unsuccessful proposers shall organize with UN-Women to collect their Proposal Security. UN-Women will make this available to proposers within fifteen days after UN-Women and the successful proposer have entered into the contract.

4 SUBMISSION OF PROPOSALS

4.1 Sealing and Marking of Proposals

Your proposal comprising technical proposal and financial proposal shall be submitted in accordance with the below instruction(s);

The Financial Part and the Technical Part of proposals **MUST BE SUBMITTED COMPLETELY SEPARATELY** into two separate sealed envelopes if sent by postal mail or in two separate e-mails if sent electronically.

A) Mail/courier/personal delivery:

The Financial Part and the Technical Part of proposals **MUST BE COMPLETELY SEPARATE** in two separate envelopes and each of them must be sealed individually and **clearly marked on the outside as either "TECHNICAL PROPOSAL - RfP-18/01834: Provision of Event Management services for UN Women in Moldova" or "FINANCIAL PROPOSAL RfP-18/01834: Provision of Event Management services for UN Women in Moldova"**, as appropriate. These two envelopes can then be placed into a single envelope.

The proposals are to be delivered to and marked as follows:

UN Women Moldova
131, 31 August 1989 Street,
MD-2012 Chisinau,
Republic of Moldova
Attention: **Registry Office/Procurement**

- Both inner envelopes must be clearly marked with the following information:

UN Women Moldova 131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova Submission 1 of 2: (name of the proposer) Technical Proposal RfP18/01834: Provision of Event Management services for UN Women in Moldova	UN Women Moldova 131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova Submission 2 of 2: (name of the proposer) Financial Proposal RfP18/01834: Provision of Event Management services for UN Women in Moldova
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If the inner envelopes are not sealed and marked as per the above and information provided in PIS, the UN-Women procurement practitioner will not assume responsibility for the proposal's misplacement or premature opening.

B) Proposals by e-mail:

In order to facilitate the submission, of both Technical and Financial Proposals, duly stamped and signed submissions can be send in electronic PDF format.

In case of electronic submission, the Offeror shall send two (2) separate messages by e-mail to the following address:

tender.md@unwomen.org

The first e-mail message shall have the following subject: “**Technical Proposal for RfP18/01834: Provision of Event Management services for UN Women in Moldova**”. The second e-mail message shall include the price schedule/financial proposal and shall have the following subject: “**Financial Proposal for RfP18/01834: Provision of Event Management services for UN-Women in Moldova**”.

Important Note for Offerors submitting proposals in electronic format/via e-mail.

Having prepared the Proposal in paper format as specified in Clause “4. Submission of Proposals” hereof, the entire Proposal should be scanned or otherwise converted into one or more electronic .pdf (Adobe Acrobat) format files and attached to one or more E-mails.

The Financial Part and the Technical Part of proposals **MUST BE COMPLETELY SEPARATE and as separate e-mails** with a clear subject of the email formatted as:

- “**Technical Proposal for RfP-18/01834: Provision of Event Management services for UN Women in Moldova**” and
- “**Financial Proposal: RfP-18/01834: Provision of Event Management services for UN Women in Moldova**” – DO NOT OPEN IN ADVANCE. The opening of the financial proposal must be secured with the password protected ZIP archive by the Offeror, which will be given to the UN Women procurement practitioner upon its request after the completion of the technical proposals evaluation.

To assist UN-Women procurement practitioner in the assurance of transparency, it is recommended that, prior to sending the Email(s), Offerors should open "Options", then "Voting and Tracking Options" and select "Request a delivery receipt for this message" AND "Request a read receipt for this message". This option path is for Microsoft Office Outlook software. Other software should offer similar options, although the path and wording might be somewhat different.

Bids will not be considered and will be rejected in cases where:

- i. Proposals submitted to any other address or location, or copied to an e-mail address other than dedicated bid secure e-mail addresses as instructed above;
- ii. Proposals sent via the correct route after having been sent incorrectly;
- iii. If the Technical and Financial Proposals are sent in the same PDF file;
- iv. If financial information is included in the technical proposal.

4.2 Deadline for submission of Proposals

Proposals must be received by the UN-Women procurement practitioner at the address specified in the PIS no later than the time and date specified in the PIS (for local time ref, see www.greenwichmeantime.com). It shall be the sole responsibility of the proposers to ensure that their proposal is received before the deadline.

Proposers are reminded that it can take some time to transmit the files via e-mail so they should submit their proposal well before the deadline.

The UN-Women procurement practitioner may, at its own discretion extend the deadline for the submission of proposals by amending the solicitation documents by written notice. Deadlines set are strict and absolute. Proposals received later shall be automatically disqualified from consideration. Late proposals will be rejected and burden will be on proposer to collect any proposal copies within 15 business days. Late bids are any submissions that are time-stamped as “received” after the deadline date and time

4.3 Modification and Withdrawal of Proposals

The proposer may withdraw or modify/correct its proposal after the proposal’s submission, provided that written notice of the withdrawal or modification is received by the UN Women procurement practitioner prior to the deadline prescribed for submission of proposals.

The proposer’s withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause 4.1: Sealing and Marking of Proposals. The withdrawal notice may also be sent by e-mail but must be followed by a signed confirmation copy.

No proposal may be modified subsequent to the deadline for submission of proposals.

No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the proposer on the Proposal Submission Form.

5 OPENING AND EVALUATION OF PROPOSALS

5.1 Opening of Proposals

UN Women will open the proposals in the presence of a Bid Opening Committee formed in accordance with its regulations, rules, policies and procedures.

5.2 Confidentiality & Briefings

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after the publication of the Contract Award.

Disclosure of awards will be made transparent to the general public through the posting of Notice of awards to the UN-Women Procurement Section website, for awards valued at USD \$100,000 and above. The information posted will contain the following:

- Name of contractor;
- Beneficiary Country;
- Contract amount in USD; and
- A general description of contract

Generally, UN-Women does not offer a detailed debrief to involved unsuccessful bidders on any tender exercise. However, in the case of high-value or highly complex contracts, a debriefing request may be made by an unsuccessful bidder. Debriefs shall be made through writing and is limited to award information as listed above and identification of any major technical deficiencies or weaknesses in a proposal.

To reiterate, any information related to other bidders (including financial/cost pricing, technical information) and evaluation shall not be revealed. Determination for granting debriefings is at the discretion of UN-Women.

Any effort by a Bidder to influence UN-Women in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Proposal. Notwithstanding this instruction, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact UN-Women on any matter related to the bidding process, it should do so in writing.

5.3 Clarification without Material Deviation

To assist in the examination, evaluation and comparison of proposals, UN-Women may at its discretion, ask the proposer for clarification of its proposal, without material deviation, reservation, or omission. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted.

Proposal with a material deviation, reservation, or omission include proposals that:

- a) affect in any substantial way the scope, quality, or performance of the requested services in the RFP; or,
- b) propose to limit in any substantial way the rights and obligation of the parties; or,
- c) if rectified, would unfairly affect the competitiveness of other proposals.

5.4 Preliminary Examination

Prior to the detailed evaluation of each proposal UN-Women will undertake a preliminary examination of the proposals. UN-Women may reject any proposal during the preliminary examination which does not comply with the requirements set out in this RFP, without further consultation with the proposer, including in cases where:

- a) The proposal is incomplete (i.e., does not include all required information and documents as specified in the PIS, Section 3: Preparation of Proposals), frivolous, or contains material deviations from or reservations to the RFP including any documentation contained therein;
- b) The proposer is not eligible as per Clause 1.2: Eligible Proposers;
- c) The proposal has not been duly signed and/or not signed on the relevant signature-blocks;
- d) The validity of the proposal is not in accordance with the requirements of the RFP Clause 3.5: Proposal Validity;
- e) [If required as per solicitation documents] The Proposal Security is not submitted or does not meet requirements;
- f) The Technical and Financial Proposals have not been submitted separately;
- g) The pricing information is included in the Technical Proposal;
- h) Proposer failed to attend a mandatory Pre-Proposal meeting, if required;

- i) Proposals and modification to proposals submitted to any other address or location, or copied to an e-mail address other than the address specified under Section 4: Submission of Proposals;
- j) Proposal sent via the correct route after having been sent incorrectly;
- k) Proposal(s) are late.

UN Women will determine the substantial responsiveness of each proposal to the Request for Proposals (RFP). For purposes of these clauses, a substantially responsive proposal is one which conforms to all the terms and conditions of the RFP without material deviations. UN-Women's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence.

A proposal determined as not substantially responsive will be rejected by UN-Women and may not subsequently be made responsive by the proposer by correction of the non-conformity.

6 EVALUATION METHODOLOGY AND CRITERIA

UN Women shall evaluate proposals pursuant to Annex 3: "Evaluation Methodology and Criteria".

7 AWARD OF CONTRACT

7.1 Award criteria

UN-Women is not bound to select any of the firms submitting proposals. UN-WOMEN reserves the right to accept or reject any proposal, and to cancel the solicitation process and reject all proposals, at any time prior to the award of contract, without thereby incurring any liability to the proposer(s)/bidder(s) or any obligation to provide information on the grounds for the UN Women Procurement practitioner's action.

Prior to expiration of the period of proposal validity, a contract may be awarded to the proposing firm/organization whose proposal offers best value for money being the proposal having obtained the overall highest score (technical and financial) according to the Evaluation Methodology and Criteria. Due consideration will be given to the general principles of UN Women procurement, including economy and efficiency.

The contract may be awarded for one or more lots/items listed under Annex 5 (format of financial proposal) at the discretion of UN Women. Therefore, proposers should indicate any price/quantity restrictions associated with their offer in case of award for limited number of items/lots listed under Annex 5. If negotiations have been entered into, or interview and/or background check is conducted by UN-Women, the award is also subject to successful completion of negotiations, background check and/or interview. The successful completion of negotiations, background check and/or interview does not constitute an award of contract.

It is UN Women's intention to issue the contract as presented herein the RFP documents. Therefore, proposers should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your offer. Submission of an offer will be confirmation of accepting UN-Women contract included herein.

7.2 UN Women Procurement practitioner's right to vary quantity at time of award

UN Women reserves the right to vary, at the time of award of contract, the quantity of services and/or goods, or scope of work, by up to a maximum twenty five per cent (25%) of the original TOR, without any change in the unit price or other terms and conditions. If there is any restriction associated with quantity, the proposer must clearly state such restrictions and any price variation in their financial proposal.

7.3 Signing of the contract

The UN Women procurement practitioner will send the successful proposer the contract which constitutes the Notification of Award.

After the award is concluded and the decision is made, UN-Women will furnish the winning proposer(s) with filled copy of contract. Within 10 calendar days of receipt of the contract from UN-Women, the successful proposer shall sign, date and return the signed contract to UN-Women.

Failure to which UN-Women shall withdraw the award, reject the offer and may launch a new tender exercise or proceed to select other proposer(s).

7.4 Performance Security

If performance security is requested, as stated in the PIS, the successful proposer will be required to provide the performance security using the Performance Security Form contained in the RFP and in accordance with the requirements of the contract, within 10 alendar days of the receipt of the contract from the UN-Women along with the signed copy of the contract.

Failure of the successful proposer to comply with the requirement of Clause 7.3 or Clause 7.4 shall constitute sufficient grounds for the cancellation of the award and forfeiture of the Proposal Security if any, in which event the UN Women Procurement practitioner may make an alternate award or institute a new RFP.

7.5 Vendor Protest

UN-Women's vendor protest procedure provides an opportunity for appeal to proposer(s) who believe that they were not treated fairly. This link (<http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>) provides further details regarding UN Women's vendor protest procedures.

Proposers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN-Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN-Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the Proposer; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN-Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

7.6 Inter-Agency Applicability

In the event of UN-Women signing a Long-Term Agreement (LTA), the contractor agrees that UN-Women is free to share the LTA with other UN agencies for their use in direct ordering.

TERMS OF REFERENCE

Provision of event management services for UN Women in Moldova

1. BACKGROUND

United Nations' (UN) presence in the Republic of Moldova focuses on bringing about concrete change in the lives of people and the society towards the long-term impact and achievement of the Sustainable Development Goals (SDGs). UN cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for citizens of Moldova, placing special focus on those from marginalized, excluded and under-represented groups.

As part of the Operating as One strategy of UN in Moldova, the United Nations Operations Management Team (OMT) in Moldova has developed a joint Business Operations Strategy (BOS), which supports the implementation of the United Nations Partnership Framework (UNPF) for 2018-2022. The BOS focuses on efficiency and quality gains: reducing costs and increasing quality of operations support through strengthened procurement, reduced logistics and transportation costs, etc.

The UN Agencies in Moldova⁶ regularly organize conferences, workshops, seminars and meetings ("Events") in respect of their programme implementation. They work in partnership with public administration institutions, nongovernmental organizations, businesses, local and central level authorities throughout the country.

In order to achieve cost efficiency from economies of scale that will benefit resident and non-resident UN Women and while ensuring outstanding quality of service, the UN Agencies in Moldova envisage to enter into Long Term Agreement (LTA) with one or more Event Management companies (the Contractors) to serve all its needs and service requirements with regard to organization of events throughout the Republic of Moldova for an initial period from January 2019 until December 2019, with the option to extend the LTAs for two additional years, subject to a satisfactory performance evaluation. The estimated volume of event management services for UN Agencies in Moldova for the upcoming 3 years constitutes ~1,950,000 US dollars.

The LTAs will be signed on a 'non-exclusive' basis with the contractors. This shall mean that the UN Agencies in Moldova covered by the LTA may procure the event management services subject of this TOR from other vendors, in full compliance with their respective Agency's procurement rules and regulations. i.e. UN Agencies may conduct competitive processes for their event management services requirements outside of the LTAs, in line with their rules and regulations. The UN Agencies in Moldova covered by the LTAs do not warrant that any quantity of services will be purchased during the validity of the LTAs from any vendor.

2. SCOPE OF WORK

The selected entities are expected to provide various Event Management Services, regularly required by UN Agencies in Moldova, via Task Orders. All management and administrative products, current and emerging, which assist in the support of the authorized events, fall within the scope of the proposal. The successful Contractors shall provide full, prompt, accurate and expert event management services and products to UN in Moldova.

After the receipt of Task Order, the contractor shall identify suitable hotels, venues or other establishments and services providers, request for proposals and quotations, negotiate rates (UN negotiated rates will be used whenever possible, and in any occasion when they are the most advantageous) and other terms and conditions and present up to 3 offers for consideration and approval of one final offer by the UN Women.

The Contractors shall upon, request and receipt of duly authorized instructions provide event management services nationwide which shall follow the following rules:

1. Administrative services:

- a) The Contractors to provide up to 3 offers arranged in appropriate formal quotation with information on suitable and available conference facilities and/or event management related services to meet the requirements of UN Agencies in Moldova requests, and request in accordance sub-providers lists and with prices/discounts fixed in financial proposal. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

⁶ UN Women (United Nations Entity for Gender Equality and the Empowerment of Women (UN Women); United Nations Development Programme (UNDP); United Nations Populations Fund (UNFPA); United Nations Children's Fund (UNICEF); United Nations High Commissioner for Refugees (UNHCR); Joint United Nations Programme on HIV/AIDS (UNAIDS); World Health Organization (WHO); Office of the United Nations High Commissioner for Human Rights (OHCHR); International Organization for Migration (IOM); International Monetary Fund (IMF) and European Bank for Reconstruction and Development (EBRD)

- b) The Contractors to ensure that the quoted offers to meet the minimum specific requirements for accommodation, venue, catering, equipment, list of participants, confirmations, invitations, folders for participants, name tags, pick up banners/materials from UN Agencies, etc. and for each request will be provided/agreed in writing prior to commencement of the services.
 - c) In the event the requested event management services cannot be confirmed, the Contractors to notify UN Agency's requesting unit of the problem and provide, where possible, alternative quotations for consideration.
 - d) The Contractors to ensure that quotations/invoices for event management services are issued/provided in accordance the special agreed discounts with subcontractors and Contractors' fixed service fees.
 - e) The Contractors to process changes/cancellations duly authorized by UN Agencies to agreed event management services as required.
 - f) The Contractors to absorb charges for event management service cancellation and/or change which are due to no UN Agencies' fault.
 - g) The Contractors to deliver event management services based on proper authority from the relevant UN Agencies' requesting unit.
 - d) The Contractors to provide emergency event management services after working hours or at a weekend as requested.
 - e) The Contractors to provide UN Agency's travelling participants to an event with online/offline relevant information on event venue, i.e. visa requirements, security procedures, airport transfers/land transportation facilities, local points of interest, currency restrictions/regulations, health precautions (including inoculations and vaccinations requirements), weather conditions, etc.
2. *Service support during events:*
- a) The Contractors to timely arrange an event consumables: flipchart paper, markers, participant folder with stationery and materials, name tag, direction signs holders, name tent holders, setting banners etc. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
 - b) The Contractors to liaise and coordinate with conference venue management on all the organizational issues.
 - c) The Contractors to arrange participants' registration to the event, including (a) creation of participant list; (b) staffing of event reception/registration desk; (c) monitoring of and reporting on actual attendance at the event. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
 - d) The Contractors will appoint one of their employee as a support staff during the event in case of request of UN Agency;
 - e) The Contractors to provide copying and printing of materials services as well as technical support, including IT support, coordination with venue management throughout the event period and ensure that all requirements are provided and arranged in a timely manner and as required, including the catering arrangements;
 - f) The Contractors to arrange the service desk in the venue of the event to reply to participants' requests/needs and assist them during the event. Provide full day administrative support to the participants in the event; ensure that there are people at the service desk who have English/Romanian/Russian speaking skills to facilitate communication with the participants and who are up-to-date with the latest arrangements on the event;
 - g) The Contractors to reimburse travel costs to participants upon provision of receipt for payment of bus ticket or payment per km as per official tariffs in local currency (Moldovan Leu);
 - h) The Contractors to take on any miscellaneous tasks that might arise from the organization of the event.
3. *Workshop/conference materials and printing services:*
- a) The Contractors to arrange copying and/or printing of information materials for the participants as per samples/design layouts provided by UN Agency's requesting unit request and to deliver stationary materials for events as requested. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
4. *Accommodation services:*
- a) The Contractors to accurately advise UN Agency's requesting unit of deadlines and other relevant information every time to avoid cancellations of bookings.
 - b) The Standard room shall include at least lighting devices, sockets, color TV-set with local/international broadcasting channels, water closet (including minimum sink, bowl, shower cabin and accessories), bed-clothes and towels, heating/AC and ventilation etc. More detailed requirements to venue to be provided with each request for services.
 - c) In the event the requested accommodation services cannot be confirmed, the Contractors to notify UN Agency's requesting unit of the problem and provide, where possible, alternative quotations for consideration.
 - d) The Contractors to accurately advise UN Agency's requesting unit of deadlines and other relevant information every time to avoid cancellations of accommodation bookings.
 - e) The Contractors to ensure that quotations/invoices for accommodation services are issued/provided in accordance the special agreed discounts with subcontractors and Contractors' fixed service fee.
 - f) The Contractors to process duly authorized by UN Agency's changes/cancellations to agreed accommodation services as required.

- g) The Contractors to absorb charges for accommodation service cancellation and/or change which are due to no UN Agency's fault;
 - h) The Contractors to deliver accommodation services based on proper authority from the relevant UN Agency's requesting unit.
 - i) The Contractors to provide emergency accommodation services after working hours or at a weekend as requested;
 - j) The Contractors to make the requested room reservations for lodging accommodations in accordance the special agreed discounts with subcontractors. This service shall include initiating and confirming reservations, communicating the reservation status with the UN Agency's guests, and confirming the all-inclusive or any other type of rate requested at which the reservation is made. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
 - k) The Contractors should assist UN Agency's requesting unit in negotiating with sub-contractors on preferred conditions for UN Women, such as accommodation deadlines to be as flexible as possible;
5. *Conference halls (venue) rental services:*
- a) The Service Provider has to ensure that the recommended venues are accessible and inclusive, have an acceptable security system (including fire safety system), outside lighting of territory, space for temporary parking, heating, A/C and ventilation systems, elevator (for cases when venue is on 2nd floor or higher), water closets nearby the event room. More detailed requirements to venue to be provided with each request for services.
 - b) The Contractors to make timely arrangements for and ensure electronic and audio-visual equipment are rented, installed and fully functional (screen, LCD, pointers, notebooks/laptops, desktop, printers, photocopy machine, conference system, system for simultaneous translation, tape recorder, lightning, cable extension, etc.). Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
 - c) The Contractors to arrange internet access in the venue areas, seating and venue arrangement/decoration, direction guiding signs. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
6. *Catering services:*
- a) The Contractors to make timely arrangements for serving meals (lunch, coffee breaks, dinner, reception) in line with the approved UN Agency's requesting unit request. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
 - b) The Contractors to make timely arrangements for serving still water (0.5L per 1 participant for half-day event) during an event. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
7. *Photo/video services:*
- a) The Contractors to provide with photo and audio/video documentation and make production of the photos and audio/video as requested. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

3. INPUT

UN Agency will provide the Contractors with all the necessary information on the activities and materials and will request services via Task Orders comprising information and relevant details such as the selected services from the Fee Schedule.

4. DELIVERABLES

The selected entity, on the basis of consultation and approval by specific UN Agency's designated person, will be responsible for ensuring appropriate organizational and logistical support for the organization of the events as requested and in accordance with the description of services.

5. REPORTING

- a) The Contractors shall provide the respective UN Agency a complete Activity Report for each Event within one (1) week of the completion of the Event, which would include but will not be limited to date, location, hotel/guesthouse name, list of participants, nature of services delivered, breakdown of costs.
- b) The Contractors shall provide the respective UN Agency with Monthly Reports summarizing the activities performed during the month including the costs incurred and feedback received from the user as well as steps taken as a response to negative feedback, if any. This report should identify problems, if any, and recommend solutions. Suggestions to enhance service should be included.
- c) The Contractors shall provide the respective UN Agency with a Yearly Report summarizing the activities performed during the year including costs incurred and improvement undertaken by the Contractors in order to perform better services for UN Agencies in Moldova. This summary shall reflect all official services provided to UN Agencies in Moldova with a breakdown per project. This report should also show a detailed analysis of the number of events, most frequently used venues, types of services, scope of events, etc.

6. SERVICE STANDARDS:

- a) The Contractors shall provide the respective UN Agency polite, responsive and efficient service at all times to fulfil the respective requirements. As a service objective, telephone calls and emails should be answered promptly.
- b) The Contractors shall not favour any particular carrier or service provider when making reservations. The Contractors shall maintain excellent relations with all carriers for the benefit of UN Women.
- c) The Contractors will be assessed for the performance of its services and deliver its products in accordance prescribed minimum performance standards set by the UN Agency described below under the Requirements for Contractors;
- d) The response time to UN Agency order/query shall not exceed 2 working days and the detailed quote for requested venues/events shall be provided accordingly within three (3) working days;
- e) The service provider(s) shall provide polite, responsive and efficient service at all times to fulfill the requirements. As a service objective, telephone calls should be answered promptly.
- f) Contractors shall acknowledge immediately any complaints and disputes which arise and resolve them within five (5) days.

7. QUALITY CONTROL FOR THE SERVICES

- a) The Contractors shall monitor the quality of the services provided on a regular and continual basis. These procedures shall include a self-inspection system covering all the services to be performed in the Contract, and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished. UN Women shall be notified of any deficiencies found and corrective action taken.
- b) UN Women reserves the right to conduct its own quality control surveys to ensure the adequacy of the services.
- c) The Contractors warrants that the personnel assigned to handle UN Women arrangements shall have a strong event management and hotel reservation skills and experience and shall constantly be trained to be kept up to date.

8. PERSONNEL REQUIRED

- a) The Contractors shall assign a Manager experienced in providing corporate Event Management services (minimum 5 years' experience) to oversee the services provided to UN Agencies and to ensure full compliance with all requirements of the Contract with UN Agencies.
- b) The Contractors shall assign adequate personnel to service satisfactorily the volume of work and to fulfil its obligations under the LTA with UN Agencies. In general, the Contractors shall assign the relevant personnel, including Coordinator/Experts, according to their technical know-how and reliability (minimum 3 years of experience on the related field).
- c) The Contractors's employees shall perform their functions in a highly efficient and professional manner;
- d) The Contractors shall confirm that the staff proposed and accepted by UN Agency may only be changed pursuant to written approval from UN Agency.

9. PERFORMANCE EVALUATION

The contractors' performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy and quality of the products delivered.

The contractors shall meet periodically with the UN Women representatives to discuss issues of mutual concern, to review the contractors' performance and to discuss improvements which the service provider(s) or UN Agency should make in order to achieve more effective provision of conference services and greater savings.

10. PAYMENT

UN Agency shall effect payments on monthly basis after acceptance of the **original invoices with breakdown of rendered services and deed of conveyance-receipt** submitted by the entity.

11. REQUIREMENTS FOR CONTRACTORS

- Officially registered legal entity;
- Proven record of previous positive experience of minimum 5 years in the area of specialization (organizing events for government, international and non-government organizations, in providing catering, accommodation and logistic support services);
- Previous experience in working with UN Agencies or other international organizations is an advantage;
- Financially capable of rendering all requested services, which is evidenced by the healthy financial statement/balance sheet;
- Adherence to UN Women General Terms and Conditions for Contract;
- Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR.
- Employs competent and experienced personnel as evidenced by their track record in their Curriculum Vitae and copies of their certificates, if available (at least 1 supervisor and 1 implementing coordinator)
- Qualification of the designated Manager to directly coordinate with UN Women [minimum of 5 years of relevant experience. Fluency in Romanian, English and Russian];

- Qualification of the Coordinator to directly manage the activities [minimum of 3 years of relevant experience. Fluency in Romanian, English and Russian];

12. PERFORMANCE STANDARDS AND SERVICE LEVEL GUARANTEES

The Contractors shall perform its services and deliver its products in accordance with the herein prescribed minimum performance standards set by the UN Women:

PRODUCT/ SERVICE	PERFORMANCE ATTRIBUTE	DEFINITION	STANDARD/ SERVICE LEVEL
Conferences and Meetings including catering	Accuracy	Ability to perform task completely and without error.	Zero-Error conferences arrangements
	Timelines of Delivery	Ability to deliver product or service on or before promised date.	Meeting hall and catering confirmation is made at the latest one (1) week before the event takes place
Provide additional support services such as audio visual equipment, workshop materials and others as required	Timeliness of Delivery	Ability to deliver service promptly.	Confirmation on the delivery of the service on the date of the event is received at the latest one (1) week before the event
	Quality	Ability to deliver excellent product or service.	Product or service is delivered with minimum rate of good quality
Administrative and Secretarial Services	Speed and Efficiency	Ability to deliver product or service promptly and with the minimum use of resources.	Required services are delivered within the deadline
	Accuracy	Ability to perform task completely and without error.	Zero-Error on administrative and secretarial services
	Quality	Ability to deliver excellent product or service.	Product or service is delivered with minimum rate of good quality
Photo and Audio / Video documentation	Timeliness of Delivery	Ability to deliver service promptly.	Confirmation on the delivery of the service on the date of the event is received at the latest one (1) week before the event
	Quality	Ability to deliver excellent product or service.	Product or service is delivered with minimum rate of good quality
Accommodation	Accuracy	Ability to perform task completely and without error.	Zero-Error accommodation arrangements
	Timelines of Delivery	Ability to deliver product or service on or before promised date.	Accommodation confirmation is made at the latest one (1) week before the event take place
Reporting	Management Information	Information is captured for all the services provided.	Provide complete Activity Report and Yearly Reports.
	Timelines of Delivery	Ability to provide report on or before the promised date.	Activity Report is delivered within one (1) week after the event and Yearly Reports delivered within two (2) weeks after the end of the respective month.

PRODUCT/ SERVICE	PERFORMANCE ATTRIBUTE	DEFINITION	STANDARD/ SERVICE LEVEL
Service Quality	Accessibility	Ability to access or approach Contractor	Response Time: Answer 80% of calls within 3rd ring. Hold Time: Maximum 20% of calls placed on hold Call Back Time: 90% of all callback within 60 minutes Abandoned Calls: Maximum 5% lost calls during normal hours E-mail: available and response within the same day
	Speed and Efficiency	Ability to provide Face to Face Assistance with the minimum use of resources.	Waiting Time for Assistance: Not more than five (5) minutes
Hours of Operation	Readiness to do Business	Sufficient manpower to commence business at the start of office hours.	Service hours: Monday — Friday between 8.00 am and 6.00 pm and during event arrangement.
Complaint and Disputes	Acknowledgment	Provide written acknowledgement.	Written acknowledgement provided within 24 hours.
	Problem Solving	Ability to resolve complaints.	Within ten (5) days disputes and misunderstanding are resolved.
Quality Control	Accuracy	Ability to provide service without error.	Log maintained to compare error rate with total transactions.
	Speed and Efficiency	Ability to deliver service promptly and with the minimum use of resources.	Inadequate quality of service is mended within forty-eight (48) hours
Bills	Accuracy	Ability to generate billing statements without errors.	Zero-Error or no discrepancy between invoices and attachments.
	Clarity	Ability to generate bills that are transparent or easy to understand.	Zero>Returns for clarification/ explanation.

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Womes Empowerment Principles](#).

Other Formal Requirements:

- Offers are signed by an authorized party, including Power of Attorney if stipulated;

- The offer is submitted as per the instructions to proposers ref: 4.1 and detailed in the Proposal Instruction Sheet above;
- The offer is valid;
- The offer is complete and eligible.

2. Cumulative Analysis Methodology: A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 600 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 600 points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 600 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

- Technical proposal: 600 points
- Financial proposal: 400 points
- Total number of points: 1000 points

Evaluation of financial proposal:

The evaluation of financial proposal will take place in two steps.

1. First, the evaluation is done per each category of financial proposal in accordance with regular formula, where the maximum number of points assigned to each category of financial proposal is allocated to the lowest price proposal for the specific category. All other price proposals for respective financial categories receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

- p = points for the category of financial proposal being evaluated
- y = maximum number of points for respective category of financial proposal
- μ = price of the lowest priced proposal for respective category
- z = price of the respective category proposal being evaluated

2. Overall financial score to be calculated based on following formula: $P = P_1 + P_2 + \dots + P_n$, where P_n is category financial score.

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 600 points):

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise and capability of proposer	30%	300
2	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	10%	100
3	Management Structure and Qualification of Key Personnel	20%	200
Total			600

Technical Proposal Evaluation		Points obtainable
1. Expertise and capability of proposer		
1.1	Confirmation of minimum 30 business events organized and conducted in 2017, including provision of accommodation, conference facilities, meals, stationaries, equipment rent and copying materials (provide with short description of the last contracts and Purchaser's contacts)	80
	<i>For more than 30 business events — 5 points per every additional event but no more than 50 points in total</i>	50
1.2	Information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with at least 50% of total number of Hotels listed in Financial Proposal	40
	<i>For agreements with all Hotels/venues listed in financial proposal — 20 additional points For agreements with other Hotels/venues — 5 points for each new one, but not more than 10 points in total</i>	20 10
1.3	Information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with at least 3 Conference Halls Chisinau and 2 outside Chisinau	30
	<i>For agreements with additional venue Companies—5 points for each new one, but not more than 10 points in total</i>	10
1.4	Information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with at least 3 Catering Companies	30
	<i>For agreements with additional Catering Companies—5 points for each new one, but not more than 10 points in total</i>	10
1.5	Information on valid agent agreements and confirmation to provide copies of agreement prior to contracting with at least 2 Stationaries providers .	15
	<i>For agreements with additional Stationaries providers proposed — 5 additional points</i>	5
Total		300

Technical Proposal Evaluation		Points Obtainable
2. Methodology, Its appopriateness to the Condition and Timeliness of the Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	30
2.3	Is the conceptual framework adopted appropriate for the task?	10
2.4	Is the scope of proposal well defined and does it correspond to the TOR?	20
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	10
Total:		100

Technical Proposal Evaluation		Points Obtainable
3. Management Structure and Qualification of Key Personnel		
3.1	Event Manager (up to 50 points):	Up to 5 points Up to 20 points Up to 10 points
	<ul style="list-style-type: none"> Bachelor's Degree or equivalent in Business Administration, Public Relations, Marketing, Tourism or other related fields. Minimum 5 years of experience in organization and management of events; Fluency in Romanian, Russian and English. 	
	Additional Scores:	
	<ul style="list-style-type: none"> For Master's Degree — 5 additional points; For experience more that 5 years in organization and management of events — per 2 additional points for each additional year, but not more than 10 points in total; 	Up to 5 points Up to 10 points

3.2	<p>Event Management Coordinator 1 (up to 50 points)</p> <ul style="list-style-type: none"> Bachelor's degree or equivalent in the field of Finance, Accounting, Business Administration or other relevant fields Minimum 3 years of experience in organization and management of events; Fluency in English, Russian and English. <p>Additional Scores: For experience more than 3 years in organization and management of events — per 2 additional points for each additional year, but not more than 15 points in total;</p>	<p>Up to 5 points</p> <p>Up to 20 points Up to 10 points</p> <p>Up to 15 points</p>
3.3	<p>Event Management Coordinator 2 (up to 50 points)</p> <ul style="list-style-type: none"> Bachelor's degree or equivalent in the field of Finance, Accounting, Business Administration or other relevant fields Minimum 3 years of experience in organization and management of events; Fluency in English, Russian and English. <p>Additional Scores: For experience more that 3 years in organization and management of events — per 2 additional points for each additional year, but not more than 15 points in total;</p>	<p>Up to 5 points</p> <p>Up to 20 points Up to 10 points</p> <p>Up to 15 points</p>
3.4	<p>Event Management Coordinator 3 (up to 50 points)</p> <ul style="list-style-type: none"> Bachelor's degree or equivalent in the field of Finance, Accounting, Business Administration or other relevant fields Minimum 3 years of experience in organization and management of events; Fluency in English, Russian and English. <p>Additional Scores: For experience more that 3 years in organization and management of events — per 2 additional points for each additional year, but not more than 15 points in total;</p>	<p>Up to 5 points</p> <p>Up to 20 points Up to 10 points</p> <p>Up to 15 points</p>
Total		200

Financial Evaluation:

Financial Evaluation of the technically qualified proposals to be conducted based on formula indicated above under each of following criteria:

Financial Proposal Evaluation Form		Score Weight	Points Obtainable
	Category of financial proposal	1%	10
1	Company administrative fee	1%	10
2	Event service support fee, per ½ days	1%	10
3	Event service support fee, per 1 day	1%	10
4	Workshop/conference materials and printing	2%	20
5	Hotel discounts*	8%	80
6	Conference Halls (venue) discounts*	9%	90
7	Catering companies discounts*	17%	170
8	Photo/video services	1%	10
Total			400

* NOTE: while calculating financial score for discounts, percent after discount applied to be taken into account, i.e. actual percentage to be paid by Purchaser (e.g. if discount is 10%, amount after discount to be considered is (100%-10% = 90%)

The Contract will be awarded to one or more qualified Proposers with highest cumulative score.

ANNEX 4

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

Financial Proposal must be submitted in separate envelope or email address where electronic submission is allowed.

Proposer is requested to include a *one* page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
Fax:	
E-mail:	

Section 1.0: Expertise and Capability of Proposer

This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement.

1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organization / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration. Provide copies of company registration certificate issued by state authorities.

1.2 Financial Capacity: Provide Latest Financial Statements (Income Statement and Balance Sheet) audited as per country regulation or validated by tax authorities for 2017 including Auditor's Report if available.

1.3 Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

Section 2.0: Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, risk mitigation and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women.
- UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition
 - d) The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

2.3 Environment-related approach to the service/work required

- Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

Section 3.0: Resource Plan, Key Personnel

3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women (1) employed in Proposer's organization, (2) on executive and senior positions, and (3) shareholders. This *may* be a factor in the evaluation. UN Women is also collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.
- Proposers are also invited to: (1) become a signatory to the Women Empowerment Principles (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found [here](http://weprinciples.org/Site/CompaniesLeadingTheWay/): <http://weprinciples.org/Site/CompaniesLeadingTheWay/>

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time. Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

Sample CV template: *[Adjust according to needs]*

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
Employment Record: [Insert details of as many other appropriate records as necessary] From [Year]: _____ To [Year]: _____ Employer: _____ Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

FORMAT OF FINANCIAL PROPOSAL

The Financial Proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The Proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
 - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer overhead and backstopping facilities
 - b. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.
 - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
 - d. An all-inclusive amount for local travel, if applicable.
 - e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.
 - f. Summary of total cost for the services proposed.
- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

NOTE: In case two (2) proposals are evaluated and found to be the same ranking in terms of technical competency and price, UN Women will award offer to the company that is either women owned or has women in majority shareholding in support of UN Women's core mandate. In the case that both companies are women owned or have women in majority shareholding, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

Financial Proposal: Ref. RfP-18/01834: Provision of Event Management services for UN Women in Moldova

Nr.	Specifications for required services	
1	Company's administrative fee (includes, but not limited to contractor's research of up to 3 quotations from service providers for event, to the coordination of services (accommodation, venue, catering, translation/other equipment, lists of participants and calls/confirmations, handling invitations, assembling folders, name tags, pick up banners/other materials at UN Women, etc))	Price per item, USD*
1.1	Company's administrative fee per event	
2	Fee for service support during an event (includes but not limited to seating arrangements, setting banners, name tags, registration desk, registration of participants, distribution of materials, reimburse travel costs, coordinate catering and solve event related requests, etc)	Price per item, USD*
2.1	Event service support fee, per ½ day	
2.2	Event service support fee, per 1 day	
3	Workshop/conference materials and printing	Price per item, USD*
3.1	Pen (similar to EK31059)	
3.2	Notebook (similar to BV00540)	
3.3	Folder (similar to INTERDRUK A4 IN00403)	
3.4	Paper bag for conference/training materials (for A4 size materials)	
3.5	Print page B/W, A4, 80g/cm2, 1+0 (one sided)	
3.6	Print page B/W, A4, 80g/cm2, 1+1(double sided)	
3.7	Print page color, A4, 80g/cm2, 4+0 (one sided)	
3.8	Print page color, A4, 80g/cm2, 4+4 (double sided)	
3.9	Writing materials on USB memory drive (USB drive will be provided)	
4	Hotel discounts	Discount, %
4.1	Within Chisinau	
4.2	Aria Hotel	
4.3	Bristol Hotel	
4.4	Berds Hotel	
4.5	Budapest Hotel	
4.6	City Park Hotel	
4.7	Dacia Hotel	
4.8	Fides Hotel	
4.9	Flowers Hotel	
4.10	Gloria Hotel	
4.11	Hotel Europa	
4.12	Institutul Muncii	
4.13	Jazz Hotel	
4.14	Jolly Alon Hotel	
4.15	Loft Hotel	
4.16	Manhattan Hotel	
4.17	Radisson Blu Hotel	
4.18	Regency Hotel	

Nr.	Specifications for required services	
4.19	Savoy Hotel	
4.20	Summit Hotel	
4.21	Villa Arus	
4.22	Villa Natali	
4.23	Villa Verde Hotel	
4.24	VisPas Hotel	
4.25	Zentrum Apartments	
4.26	Zimbru Hotel	
	Hotel (insert name of hotel)	
	Hotel (insert name of hotel), add as needed.	
	Outside Chisinau	
4.27	Bahmut SRL	
4.28	Chateau Vartely, Orhei	
4.29	Ecovilla, Orhei	
4.30	Forest Club, Ialoveni	
4.31	Hotel Laguna, Molovata Noua	
4.32	IT Relax, Vadul lui Voda	
4.33	Odiseu, Vadul-lui-Voda	
4.34	Pensiunea Butuceni	
4.35	Pensiunea Costesti	
4.36	Purcari Hotel, Stefan Voda	
4.37	Sky Land, Criuleni	
4.38	Vatra Hotel	
4.39	Vila Etnica	
	Hotel (insert name of hotel)	
	Hotel (insert name of hotel), add as needed.	
5	Conference Halls (venues) discounts	Discount, %
	Within Chisinau	
5.1	Conference Centre SUMMIT	
5.2	Fora Event Room	
5.3	Keystone Moldova Training Centre	
	Outside Chisinau	
5.4	Business Training Center Moldtelecom, Orhei (venue)	
5.5	Conference hall 2 (insert name), add as needed	
6	Catering companies discounts	Discount, %
6.1	City Catering	
6.2	Floare de Cires	
6.3	Mico Catering	
6.4	Roma Club	
6.5	Select	

Nr.	Specifications for required services	
6.6	Vanillia Catering	
	Catering company (insert name of company), add as needed	
7	Photo/Video services	Price per item, USD*
7.1	Video shooting services, price per hour	
7.2	Photographer services, price per hour	

* Fee per item in USD, payable in Moldovan Lei as per UNORE exchange rate at the date of invoice.

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

ANNEX 6

PROPOSAL SUBMISSION FORM

[The Proposer shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To: **UN Women Moldova**
131, 31 August 1989 Street,
MD-2012 Chisinau,
Republic of Moldova
Attention: Registry Office/Procurement

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following **RfP-18/01834: Provision of Event Management services for UN Women in Moldova** and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN WOMEN contract included herein.
- (d) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (e) Our proposal shall be valid for a period of [] days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries _____ *[insert the nationality of the proposer, including that of all parties that comprise the proposer]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: _____ *[insert signature of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing the Proposal Submission Form]*

Name: _____ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: _____ *[insert complete name of Proposer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

VOLUNTARY AGREEMENT

Voluntary Agreement for Promoting Gender Equality in the Workplace

Between

(Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (Name of the Contractor) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

- Acknowledge values & principles of gender equality and women’s empowerment;
- Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
- Establish high-level corporate leadership for gender equality;
- Treat women and men fairly at work and respect and support human rights and nondiscrimination;
- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- Implement enterprise development, supply chain and marketing practices that empower women;
- Promote equality through community initiatives and advocacy;
- Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

Name : _____, **Title :** _____

Address : _____

Signature : _____

Date: _____

PROPOSED MODEL OF CONTRACT

LONG TERM AGREEMENT

LTA – No: YEAR/No.

Date: DD/MM/YY

**UNITED NATIONS ENTITY FOR GENDER EQUALITY
AND THE EMPOWERMENT OF WOMEN (UN Women)
220 East 42nd Street
New York, NY 10017, USA
Ph: (212) 682-5905**

Wishes to enter into a Long Term Agreement

With

**SUPPLIER
(Supplier)
SUPPLIER'S ADDRESS
PHONE – FAX NUMBER
E-mail ADDRESS**

for the direct ordering of

Provision of Event Management services for UN Women in Moldova

As stipulated in the attached document

<p>UN WOMEN GENERAL CONDITIONS OF CONTRACT: CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES (ANNEX 1) & TERMS OF REFERENCE (ANNEX 2) ATTACHED APPLY.</p> <p>Supplier (Vendor) Number: No.</p> <p>QUERIES TO: NAME FOCAL POINT UN Women EMAIL ADDRESS</p>	<p>Signature: _____ Date: _____</p> <p>NAME, POSITION, UN Women</p>
	<p>Signature: _____ Date: _____</p> <p>NAME, POSITION, SUPPLIER</p> <p><i>CONTRACTOR RETAINS 1 ORIGINAL CONTRACT AND RETURNS TO UN WOMEN 1 DULY SIGNED AND DATED ORIGINAL.</i></p>

FOR CONSULTANT SERVICES

Long Term Agreement No. YY/NO. – SUPPLIER’S NAME			
Validity : DD/MM/YYYY Payment Currency : CURRENCY Payment Terms : Net 30 days			
Consultant Profile	On-Site Daily Cost (Currency)	Off-Site Daily Cost (Currency)	Lead Time (Weeks)

FOR PRODUCTS

Long Term Agreement No. YY/NO. – SUPPLIER’S NAME									
Validity : DD/MM/YYYY Delivery Terms : CPT CITY, COUNTRY Payment Currency : CURRENCY Payment Terms : Net 30 days									
Item ID	Description	Sales UoM	Primary UoM	Unit Price (currency)	Min./Mult Quantity Per Prim UoM	Volume Discount (per order/ per Prim. UoM)	Lead Time FCA (wks)	Shelf Life (months)	Origin Country

1. OBJECTIVE

1.1 This non-exclusive Long-Term Agreement (hereinafter called the “Agreement”) is established to allow UN Women to purchase Event Management services for UN Women in Moldova as and when required for all its regular programmes as well as for programmes that may be funded by other institutions.

1.2 The Supplier is NOT authorized to deliver any services other than those specified under this Agreement. Requests for different services shall come either through another Long-Term Agreement or through formal methods of solicitation.

2. GENERAL PROVISIONS

2.1 This Agreement represents an offer on the part of the Supplier to provide UN Women with the services, prices and delivery time agreed and under the terms and conditions detailed herein for the duration of the Agreement. It does not represent a contract in itself, nor obliges UN Women to any financial commitment whatsoever. Only Purchase Orders made pursuant to this Agreement and only for the services stipulated herein will constitute a commitment on UN Women’s part.

2.2 The Supplier shall accord the same terms and conditions to any other organization within the United Nations system that wishes to avail of such terms, after written consent from the Chief of Procurement, UN Women.

2.3 UN Women’s liability shall be limited to the Purchase Order only for the services stipulated therein and no increase in the total liability of UN Women or in the price of the products will be authorized or paid to the Supplier unless such increases have been approved by UN Women prior to the delivery of the products or services.

2.4 Purchase Orders will incorporate by reference all of the terms and conditions of this Agreement including UN Women’s General Conditions of Contract hereto attached and forming a part of this Agreement.

2.5 UN Women is not obligated to purchase any minimum service quantity under this Agreement.

2.6 Any change to the terms and conditions detailed herein or any increase in the estimated value of this Agreement shall receive prior authorization from UN Women and changes shall be documented in a written amendment to this Agreement.

3. VALIDITY OF THE AGREEMENT

3.1 This Agreement shall be valid for a period of 1 year effective from [DD/MM/YYYY], and may be extended for up to two additional years subject to the Supplier’s satisfactory performance and competitiveness of prices. This shall be agreed upon both parties in writing at least 30 days before the expiration of the Agreement.

3.2 UN Women reserves the right to discontinue this Agreement if the Supplier’s performance is not satisfactory to UN Women.

4. DELIVERABLES OF THIS CONTRACT

Event Management services for UN Women Moldova Country Office.

5. REPORTING

The supplier will report semi-annually summarizing each contract they have been issued by any UN Women division (HQ, regional, multi-country, country offices) and any other UN agency that have issued purchase orders under the LTA.

6. CONTRACT DOCUMENTS

6.1 This Agreement is subject to the UN Women General Conditions of Contract, attached hereto as Annex One (1). The provisions of such Annex shall control the interpretation of this Agreement and in no way shall be deemed to have been derogated by the contents of this Agreement and any other Annexes.

6.2 The Supplier and UN Women also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:

6.2.1 This Agreement.

6.2.2 The UN Women solicitation documents including the Terms of Reference ref. RfP-18/01834, incorporated herein by this reference.

6.2.3 The Supplier’s bid dated [DD/MM/YYYY], incorporated herein by this reference.

6.3 All the above shall form the Agreement between the Supplier and UN Women, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7. PRICES AND DISCOUNTS

7.1 All prices shall be in [USD] only. The Supplier shall hold the prices fixed and not subject to change throughout the validity of this Agreement. The Supplier shall be responsible to apply to the Purchase Orders raised under this Agreement any special offer or discounts (if applicable) which may become effective [at the time of delivery of services]. Such discounts will be reflected in the corresponding invoices. Failure to do so may result in the termination of the Agreement.

7.2 The Supplier undertakes not to provide the same services under the same market conditions to other customers at a price lower than that offered to UN Women and stated in this Agreement. Should the Supplier do so then UN Women will be offered the new lower price.

8. QUALITY OF SERVICES AND WARRANTY

8.1 The Supplier is restricted to providing Event Management services for UN Women in Moldova as contained in this Agreement and to the highest international quality standards.

8.2 The Supplier shall notify UN Women of any change to its service provision lines or services at least six (6) months prior to the effective date of change. The Supplier shall also inform UN Women of all services to be discontinued at least 6 months prior effective date of discontinuation.

9. NOTICE OF DELAY

12.1 In the event of a delay in the delivery time of a Purchase Order, the Supplier shall immediately and not later than the lead time stipulated in page two of this Agreement from the acknowledgement of such delay, notify the UN Women buyer in writing, requesting an extension of the delivery time, clearly stating the nature of the delay (including supporting documentation) and the proposed new delivery time.

12.2 The corresponding UN Women buyer will ascertain the facts and extent of delay, and extend the time for performance when in its judgment the facts justify such an extension. The buyer findings thereon shall be final and conclusive subject only the Supplier's right of appeal under the arbitration clause of the contract.

10. RECEIPT AND CONFIRMATION OF PURCHASE ORDERS

13.1 The Supplier shall acknowledge receipt and acceptance of the UN Women Purchase Order within three business days from the receipt of the UN Women Purchase Order by acknowledgement of receipt of Purchase Order to the UN Women contact specified in Article 18 below (via email, fax or letter).

11. INVOICES

11.1 The invoices must clearly indicate the relevant Purchase Order Number.

17. PAYMENT

17.1 Payment for all Purchase Orders under this Agreement will be made by UN Women within thirty (30) days after presentation of relevant original documents mentioned below:

- 17.1.1 Invoice
- 17.1.2 Receipt Act
- 17.1.3 List of participants
- 17.1.4 Event report

18. CONTACT DETAILS

18.1 All correspondence, invoices and the required shipping documentation shall be sent to following contacts as per above guidelines:

- 18.1.1 **Consignee:** corresponding address will be specified in each Purchase Order.
- 18.1.2 **UN Women:**

UN Women Moldova
CONTACT PERSON, CONTACT DETAILS

18.2 Please note the following must be mentioned in **ALL** correspondences and invoices sent to UN Women:

- 18.2.1 PO number; and
- 18.2.2 Name of Buyer.

ANNEX 9

GENERAL CONDITIONS OF CONTRACTS

The General Conditions of Contracts can be accessed by the proposer by clicking on the below link.

For Services, available from this link:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-general-conditions-of-contract-services-en.pdf?la=en&vs=5729>

ANNEX 10

RfP-18/01834: Provision of Event Management services for UN Women in Moldova

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

JV / Consortium/ Association Information	
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
JV's Party Legal Name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
Consortium/Association's names of each partner/authorized representative and contact information	
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Consortium/Association Agreement	Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (Eligible Bidders). <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties

Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

SUBMISSION CHECKLIST

FOR SUBMISSIONS BY COURIER MAIL/HAND DELIVERY:

Outer envelope containing the following forms:

- Proposal Submission Form
- Joint Venture Form (if a joint venture)
- Voluntary Agreement to Promote GE & WE (Voluntary)
- Proposal Security Form (if required)
- Performance Security Form (if required)

First inner envelope containing:

- Technical Proposal

Second inner envelope containing:

- Financial Proposal

FOR EMAIL SUBMISSIONS:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:

- Technical Proposal
- Proposal Submission form
- Joint Venture Form (if a joint venture)
- Voluntary Agreement to Promote GE & WE (Voluntary)
- Proposal Security Form (if required)
- Performance Security Form (if required)

Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:

- Financial Proposal
- Financial Excel Spreadsheet (if required)

Please check-off to confirm the below:

- MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD
- THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.